



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Administration

POLICY & PROCEDURE HANDBOOK

POLICY NO.: 1750

SUBJECT: Separation from District Employment

EFFECTIVE DATE: March 01, 2014

RESPONSIBILITY: Fresno County Fire Protection District
Schedule C Employees

POLICY:

- A) Resignation. To leave District service in good standing, an employee must file a written resignation with the District's Administrative Officer at least two weeks before the effective date. The District's Administrative Officer may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations are deemed accepted upon filing and may not be withdrawn without the District's Administrative Officer approval.
- B) Layoffs. Whenever, in the judgment of the District Board of Directors it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Directors may abolish any position of employment.
Employees to be laid off shall be given notice at least 14 calendar days in advance of the layoff date.
- C) Involuntary Termination. As an at-will employer, the District may choose to terminate employment for any lawful reason it deems appropriate. Circumstances leading to involuntary termination may include but are not limited to poor performance, policy violation, misconduct, among others.

POLICY RESPONSIBILITY:

Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Schedule C Employees.